

DDA Registry
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10 MAY 1984

MEMORANDUM FOR: Director of Communications
Director of Data Processing
Director of Finance
Director of Information Services
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training and Education
Chief, Career Management Staff

FROM: Harry E. Fitzwater
Deputy Director for Administration

SUBJECT: Follow-up on DCI's Speech on Excellence

REFERENCE: Memo for EXDIR fm DDCI, dtd 18 Apr 83, Same Subject

1. The following provides guidance to DA offices/career subgroups on some of the items from the referenced memorandum on the follow-up to Mr. Casey's 16 March Speech on Excellence:

a. The authority to approve Special Achievement and Exceptional Accomplishment Awards up to \$500 is delegated to heads of career subgroups.

b. The authority to approve Certificates of Merit and Meritorious Unit Citations is delegated to heads of career subgroups.

c. In the past, a number of Agency components have insisted on formal promotion recommendations from supervisors to justify promotions. Effective immediately, such promotion recommendations are no longer required.

d. The use of Advance Work Plans (AWPs) is to be left to the option of the employee and supervisor. A Headquarters notice is being prepared on this. The notice will advise that AWPs are no longer mandatory.

ADMINISTRATIVE USE ONLY

e. On IG surveys of DA Offices, we will review each survey to determine the extent of dissemination to our employees. O/DDA will coordinate the review with each Office head. 11

f. Existing policy that minimum time-in-grade guidelines will not restrict the promotion of employees whose excellent performance is an indicator of potential to assume higher levels of responsibility is reaffirmed. 11

g. The Office of Training and Education is directed to assist other Directorates in establishing Trends and Highlights Courses. 11

h. Spouses of Agency employees have been participating in some Agency training exercises for several years. The Office of Security is directed to provide temporary clearances for this practice as requirements dictate. Clearance aspects of this practice are under review by OS and OGC. 11

2. The above guidance is effective immediately.

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Harvey E. Fitzwater